



**REQUEST FOR PROPOSAL ADDENDUM
PURCHASING OFFICE
CITY OF AUSTIN, TEXAS**

**REQUEST FOR PROPOSAL: RMJ 0303 ADDENDUM NO. 1
DATE OF ADDENDUM: August 13, 2015**

1. The sign-in sheet, agenda and questions are attached.

Q1. Is there a page limit to the RFP response?

A1. No, there is no page limit in responding to the RFP.

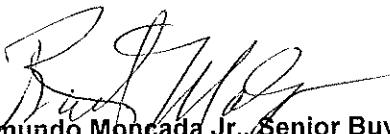
Q2. What will the data transfer process look like?

A2. In the beginning the data will be in .csv or .xlsx formats. Our goal is that eventually the data will be in Green Button Connect format.

All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated and made a part of the above-referenced Solicitation.

APPROVED BY:


Raymundo Moncada Jr., Senior Buyer Specialist Corporate
Purchasing Office, 512-322-6594

ACKNOWLEDGED BY:

SUPPLIER

AUTHORIZED SIGNATURE

DATE

RETURN ONE (1) COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, PRIOR TO PROPOSAL CLOSING OR WITH YOUR SEALED PROPOSAL. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION OF YOUR OFFER.

PRE-PROPOSAL CONFERENCE ATTENDANCE SHEET



Solicitation: RFP RMJ0303

Description: REMOTE ENERGY AUDIT SERVICES

Date: August 11, 2015 Time: 9:00 AM

| Company Name: | Representative: | Phone #: | E-Mail Address: |
|---------------|-----------------|--------------|----------------------------------|
| AE | RAY MONCADA | 512-322-6594 | Ray.Moncada@austineenergy.com |
| AE | DEWIS LILLEY | 512-482-5319 | DEWIS.LILLEY@austineenergy.com |
| AE | PATRICIA HOUSE | 512-482-5301 | Patricia.house@austineenergy.com |
| AE | SCOTT BERMAN | 512-482-5307 | Scott.Berman@austineenergy.com |
| AE | SANDY CALLES | 512-482-5363 | Sandy.Calles@austineenergy.com |
| COA | GAGE LOOTS | 512-322-6251 | gage.loots@austineenergy.com |
| * EverNoc | JAMES MICHEROWI | 617-692-2513 | JMicherow@evernec.com |
| * First Fuel | MARISA CEPPI | 248-752-5262 | mceppi@firstfuel.com |
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* phone conference

Conducted By:

Raymond Moncada Jr.

PRE-PROPOSAL CONFERENCE AGENDA

Date: August 11, 2015

Time: 9:00 AM

1. Opening/Welcome:

| | |
|----------------------|------------------------------|
| Solicitation Number | RFP RMJ0303 |
| Project Description: | Remote Energy Audit Services |

2. Sign-in: All attendees shall sign in.

3. Introductions: Introduction of City staff. Attendees shall identify themselves and the company they represent.

4. Project Information: Explanation of Proposal closing date and time and the time for submission of the Compliance Plan, if applicable.

| | |
|---------------------------|-----------------|
| Closing Date | August 27, 2015 |
| Time Proposals are Due | 3:00 PM |
| Time Compliance Plans Due | NA |
| Buyer's Name | Ray Moncada |

Submission of Offers: Review of Cover Sheet

- A. **Mailing:** Offers must be returned in a sealed envelope or container marked on the outside with the Offeror's name, address, solicitation number, and the closing date and time. Telegraphic or facsimile Offers **will not** be accepted. Address:

City of Austin
Purchasing Office
Municipal Building
124 W. 8th St., Rm. 308
Austin, Texas 78701
(512) 974-2500

Note: Proposals not submitted in a sealed envelope or container will not be considered. Proposal submitted late will not be considered. It is the responsibility of the Proposer to ensure that their Proposal is received before Proposal closing time. There are no exceptions.

5. General Solicitation Requirements: (Presented by Purchasing)

- A. Please remember that Sections 0100 (Definitions), 0200 Solicitation Instructions, and 0300 (Standard Purchase Provisions) are incorporated into this solicitation and subsequent contract by reference. These documents can be located on line at <http://www.austintexas.gov/department/standard-bid-documents>.

Section 0100, Purchase Definitions
Section 0200, Solicitation Instructions

- B. Section 0300 Standard Terms and Conditions and Section 0400, Supplemental Terms and Conditions:

These two sections comprise the basis of all City contracts. It is important that you are aware of these terms and conditions and discuss them with the necessary parties within your firm and identify in your response any exceptions to these terms and conditions. Should your firm be the recommended vendor and should you take exceptions that your response did not disclose, your response may be deemed non-responsive at that time.

- C. Supplemental Purchase Provisions, Section 0400, these augment the Standard Terms and Conditions; they will be incorporated into any resultant Contract.
- Insurance requirements

D. Questions: All questions will be answered via an addendum posted on our website.

All requests for explanations or clarifications must be submitted in writing to the Purchasing Office no later than 10:00 AM on August 17, 2015. Submissions may be made via email to ray.moncada@austinenergy.com

6. Scope of Work

7. Proposal Preparation Instructions and Evaluation Factors

Proposal Preparation Instructions and Evaluation Factors (Section 0600) details exactly what the City expects a submitted Proposal to contain and the order in which the documents are to be presented. It also details evaluation criteria and weight.

We will go through this document in its entirety.

*** Please note that this is the base information that we need in order to evaluate. This proposal is your opportunity to show us why your company is the best to meet our needs. Do not assume that we know anything about your company. Be thorough. ***